



## DEPARTMENT OF BOATING AND WATERWAYS JOB OPPORTUNITY

### STAFF SERVICES MANAGER II

**FINAL FILING DATE: UNTIL FILLED**

PLEASE REFERENCE #556-212-4801 AND STATE YOUR ELIGIBILITY IN BOX #12 ON YOUR APPLICATION

**SALARY: \$5576 - 6727**

**TYPE OF APPOINTMENT:** Permanent/Full Time

**LOCATION:** Dept. of Boating and Waterways  
Boating Loans, Information and Planning  
2000 Evergreen Street, Suite 100  
Sacramento, CA 95815-3888

**FREE PARKING AT THIS LOCATION!**

**DUTIES:** Responsible for the Department's data management, research, and planning activities.

- ☐ **Local Assistance Loan Programs:** Responsible for the operation and success of department's loan programs. Serves as program expert on Department's loan programs, manages these programs, and supervises loan staff.
- ☐ **Management Information, Research, and Planning:** Responsible for developing and maintaining data and information to support Department's data management, research, and planning, and assessment activities. Serves as Department's expert on data collection and analysis, research design, projections, and program planning and assessment.
- ☐ Makes presentations to and meets with Department and Agency Management, Control Agencies, legislative staff, Boating and Waterways Commission, and boating community. Explains and promotes the department's loan programs.
- ☐ **Cross-Cutting Issues:** Coordinate assigned cross-cutting issues and represent department on committees, etc., dealing with cross cutting issues.
- ☐ **Budget and Legislation:** Assists in developing department initiatives, annual budget, and legislative proposals.
- ☐ Represents the Department with Control Agencies, legislative staff, Boating and Waterways Commission, other public entities, and boating community. Testifies before Legislature.
- ☐ This position is expected to travel and participate on regional and national committees at the discretion of the Department Director.

**DESIRABLE QUALIFICATIONS:** Experience in loan underwriting, lending, and processing, data systems development, data analysis, program evaluation, supervision and management, and testifying before public bodies. Knowledge of principles and procedures of governmental accounting, public finance, financial record keeping; and quantitative and evaluation methods. Proficiency in Microsoft Word and Excel, and SAS/SPSS in the performance of financial, statistical, analytical work. Ability to analyze data and financial statements, and make reasoned and logical funding recommendations. Strong written and oral communication skills. Ability to provide technical assistance orally and in writing, establish priorities among competing requirements, and work well with management and staff.

**WHO MAY APPLY:** Applications will be accepted from current state employees at the Staff Services Manager II level, those within transfer range, or individuals who have list eligibility and are reachable. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., reinstatement, transfer, or list eligibility) on the state application.***

**ALL APPOINTMENTS ARE SUBJECT TO THE STATE RESTRICTION OF APPOINTMENT (SROA) PROVISIONS**

*This position has been designated in the Department's Conflict of Interest Code under Category 2. Therefore the successful candidate must file a Form 700 (Statement of Economic Interests) upon appointment and annually thereafter.*

**CONTACT:** Lucia Becerra, Chief Deputy Director, at (916) 263-0782, or by e-mail at [LBECERRA@DBW.CA.GOV](mailto:LBECERRA@DBW.CA.GOV)

**HOW TO APPLY:** Please send a completed standard State application (Std. 678) to:

**Department of Boating and Waterways  
Personnel Office  
2000 Evergreen Street, Suite 100  
Sacramento, CA. 95815-3888**

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, civil service rules, and the special trust placed in public servants. An affirmative action employer – equal to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.